



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

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Non W-2 [] W-2 [X] CC []

PRIORITY: High

**FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section**

SUBJECT: CARES CHANGES FOR W-2 TIME LIMITS

CROSS REFERENCE: W-2 Manual
DES Administrator's Memo 99-04
BWI OPS Memo 99-18
BWI OPS Memo 99-21

PURPOSE

This operations memo describes recent CARES changes which will support policies associated with W-2 time limits.

BACKGROUND

DES Administrator's Memo 99-04 "W-2 24-Month Employment Position Time limits" (1/28/99) provided policy and procedural information regarding the 24-month time limit on W-2 employment positions.

BWI Operations Memo 99-21 "W-2 Time Limits" (3/19/99) clarified and modified policies related to W-2 time limits. It also described the implementation of CARES corrections and enhancements in support of these policies as well as a description of forthcoming CARES modifications.

BWI Operations Memo 99-18 "Transportation Assistance for W-2 Participants and Low Income Workers" (3/8/99) cited the definition of "assistance" provided under the proposed Temporary Assistance for Needy Families (TANF) rule.

This memo addresses the following:

1. Implementation of client letters and worker alerts associated with individual clocks which are approaching the end of their time limit.
2. The addition of failure reason codes for workers to manually fail W-2 Assistance Groups (AGs) who have reached their time limit.

3. Policy update regarding the TANF regulations for Transportation Assistance.
4. The addition of a new clock type in CARES entitled "OTF-Other TANF".

CLIENT LETTERS AND WORKER ALERTS

Each month on the Friday immediately following the CARES cycle that increments clocks (W2C), letters and alerts will be generated as follows:

1. After W2C ticks the 20th month (used) on an employment position clock (W2T, CSJ, or TJB) a letter (CM03—20-month Clock Warning Notice) is generated to the participant.

At the same time, alert "270-W2 EMP POSITION CLOCK 20 MNTHS" is generated to the primary worker and the FEP.

2. After W2C ticks the 23rd month (used) on an employment position clock (W2T, CSJ, or TJB) a letter (CM04—23-month Clock Warning Notice) is generated to the participant.

At the same time, alert "234-W2 EMP POSITION CLOCK/EXPIRE" is generated to the primary worker and the FEP.

FAILURE REASON CODES

Reason codes have been implemented in CARES for manual worker entry (as an override) to fail W-2 AGs when an employment position clock has reached it's 24 month limit without an extension being requested or granted, or when an extension has expired without additional extension. These reason codes are:

- 229 CSJ placement is limited to 24 months
- 230 W-2 T placement is limited to 24 months
- 304 TJB placement is limited to 24 months

NOTE: CARES automation of these failure reasons will be implemented sometime in the next few months.

UPDATED FEDERAL POLICY

The proposed definition of "assistance", as described in BWI Operations Memo 99-18 would have required that workers manually tick the clock for transportation assistance if it provided a monetary benefit to the family and was provided more than once in any 12 month period.

Final TANF regulations were issued in April 1999. The final TANF regulations, although still under Departmental review, drastically change the definition of "assistance" and, therefore, circumstances under which transportation should "tick the clock" for low-income families who are not already in a W-2 subsidized employment position. As an example, transportation provided as a supportive service to an employed family is no longer considered "assistance" as defined in the final rule.

Pending formal policy clarification on the final TANF regulations, workers are instructed to disregard any direction in Operations Memo 99-18 relating to "ticking a clock" for transportation when it is the only benefit being provided to the family.

NEW CLOCK TYPE

Workers will note that a new clock type appears on AIWC (see screen print above) entitled "OTF". This is the clock type "Other TANF". It replaces the JOBS clock as the only worker enterable clock type. OTF clock ticks may be entered on AIWO (Clock Override screen). Remember: Clock ticks may only be

deleted on AIWC (in the "OVR RSN" field). Reference Table TTLO contains all valid override reasons used to add clock ticks (AIWO) and to delete clock ticks (AIWC).

UPCOMING CARES CHANGES

Within the next few weeks, additional CARES changes will be implemented for the posting and tracking of W-2 employment position clock extension information.

A new screen for the entry of this information (AIWE) will be added. Workers will notice some additional display areas and PF14 key for this screen on AIWC as well as the addition of this screen on MNWR. None of these are functional yet.